

## Time Management Worksheet

1. How many credits hours do you plan to take next semester? \_\_\_\_\_
2. Total credit hours from the first question \_\_\_\_\_ x 3 = \_\_\_\_\_
  - ♦ For every hour of class time allow  
2 - 3 hours of study time.
3. How many hours of sleep do you average per day? \_\_\_\_\_ x 7 = \_\_\_\_\_
4. How many hours per week do you spend exercising and or relaxing? \_\_\_\_\_
5. How many hours do you plan to work per week? \_\_\_\_\_
6. How much time do you spend traveling to and from work per week? \_\_\_\_\_
7. How many hours does it take you to travel to and from campus each week? \_\_\_\_\_
8. How many hours per week do you spend on involvement?  
(Example: organizations, sports, leadership, etc.) \_\_\_\_\_
9. How many hours a week do you spend watching TV, on the internet,  
texting, hanging out with friends and engaging in other social activities? \_\_\_\_\_
10. How many hours per day does it take to perform daily maintenance activities  
such as eating, bathing, dressing, brushing teeth, etc. \_\_\_\_\_ x 7 = \_\_\_\_\_

### NUMBER OF HOURS IN A WEEK

**168**

**Add the right columns of 1 through 10 together - \_\_\_\_\_** now subtract from 168

**Total hours** \_\_\_\_\_

- ♦ If your total hours equal a negative number, you need to reassess your schedule and design one that is more realistic.